

Circuit Court System December/2004 Software Release Announcement

**STATE COURT ADMINISTRATIVE OFFICE
JUDICIAL INFORMATION SYSTEMS**

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Release Highlights (revised 01/07/05)

- Caseload Part 1 and 2 changes
- Prison Collections forms and reports

See the following pages for the details of the above and other enhancements.

Pilot courts: C48 Allegan and C05 Barry.

+ added since the pilot release

Caseload Reporting Changes

Parts 1 and 2, Section A: Appeals

- Case Type AZ becomes obsolete 01/01/2005 and will be dropped from the report.
- This case type cannot be entered on new cases as of 01/01/2005

Part 2: Method of Disposition, Section A: Appeals

- Transfer and Inactive Status methods of disposition have been added.
 - Use the disposition “TRF” (transfer) to dispose as a transfer on line 3.
 - Use the disposition “STY” (stay) to dispose as inactive on line 4.
- Case types AH, AS, and AW cannot be disposed under Inactive Status. These three case types have been removed from the caseload category of APL (appeals) to a new category of AP2.
- Disposition code “RMD” (remand to district court) is now allowed to dispose an appeal case

Part 2: Method of Disposition, Section C: Civil

- Disposition code “OTH” has been added to allow cases to be disposed in Line 8: Other Disposition. The caseload reporting instructions define Other Disposition as “Count all other dispositions not otherwise provided in the (lines) above. Count foreign judgments disposed at time of filing.”

Part 2: Method of Disposition, Section D: Domestic

- Disposition code “NCA” (no cause for action) is now allowed to dispose a case in line 5 Dismissed by Court. The reporting instructions changed to include “Count when dismissed for no cause of action.”

The above changes to Caseload Parts 1 and 2 reporting are reflected in a revised Caseload Dispositions Quick Reference at: <http://courts.mi.gov/jis/Court%20Systems/CCS/ccsmain.htm> . See the section entitled Caseload Dispositions for a link to the PDF document.

Caseload Part 4 data entry requirements:

- ~~Part 4: Section B: Criminal~~
 - ~~Technically, a criminal case becomes a circuit court case at the time of the district court bindover. For this reason, enter the district court bindover date as the circuit case filing date.~~
- ~~There are no other data entry requirements for Caseload Part 4. The aging of cases will be based on the filing date to adjudication date.~~
- Part 4: Section B: Criminal (revised 01/07/2005)
 - Continue to use the file date/time stamp for the filed date when initiating a criminal case.
 - When entering the RET (return to circuit / bindover), use the “date of entry of the order binding the defendant over to circuit court” (the date the judge signed the bindover order). This date will be used in Caseload Part 4 as the beginning date of the aging calculation.
 - The only exception to the rule, per SCAO, is when your county has an approved local administrative order which authorizes a district court judge, sitting on assignment as a circuit court judge, to arraign the defendant and accept a guilty plea after binding the defendant over to circuit court. This date of arraignment and acceptance of the guilty plea is used as the date of filing in circuit court. In the circuit court system, the filed date and guilty plea disposition date is entered with this same date. Unpredictable caseload reporting may occur if the disposition is entered with a date prior to the filed date.

Case Management Menu – Page 1

Case Screen

- Case type “AZ” becomes obsolete 01/01/2005.
- For criminal cases (FH, FC, FJ), use the district court bindover date as the circuit case filing date.

Court Screen

- If 56 day late fees are being assessed on cases, please do so under a separate cash code (LF recommended). Do not lump late fees in with court costs.

Cash Distribution Screen

- As recommended by the Audit Division of the Supreme Court, the date of the receipt can only be date the receipt is entered into the system. This date can no longer be modified.

Case Management Menu – Page 2

Order for Mediation (MC274)

- The Order for Mediation has been added to the system. Use “MDO” as the form code or next transaction line code to access the form.
- The form will print for each eligible party with the address ready for a windowed envelope. If the mediator has been assigned, the mediator’s name will appear on the form and a copy of the order will be generated for the mediator.

Judgments of Sentence – Commitment to Corrections (CC219b) *

CC219b has been changed for the SCAO form revision to list all court assessments.

- When the judgment is requested, an option to print the new MC288 Order to Remit Prisoner Funds is available. If the Remit order is not wanted when generating the judgment, change the Remit Prisoner Funds Order option from Y to N.

Order to Remit Prisoner Funds (MC288) *

- This form has been added to the system to assist courts in prisoner collections.
- If this order is being generated after the defendant is already in prison, the inmate number and prison facility must be determined to place on the order. See the instructions below to locate the prisoner.
- The Remit order may be requested when the Judgment of Sentence - Commitment to Corrections is requested or separately by using the “RPF” form code or next transaction line code. Please note that the balance on this form intentionally excludes restitution.
- An option for Amended has been added at the top of the request screen. If the assessments change from the prior Remittal Order, generate the new Remittal Order indicating Amended by changing the N to Y in the Amended option field.
- When the Remit order is signed and a copy filed, please enter a Clerk screen event of “RPF” (Remit Prisoner Funds) to identify the cases and provide for proper reporting.

Satisfaction of Financial Obligation (MC290) *

- This form has been added to work in conjunction with the MC288 form above.
- Once the entire balance of a corrections prisoner is paid in full, generate the MC290 Satisfaction of Financial Obligation to send to the prison facility to stop payments to your court.
- Because the order is sent to the prison, the inmate number and prison facility must be determined to place on the order. See the instructions below to locate the prisoner.
- The form is requested by using the “SFO” form code or next transaction line code.
- The system will try to fill in the date of the original order and when the financial obligation was paid in full. If these dates are blank, fill them in. Print the form and mail to the correctional facility.

- When the MC290 order is signed and a copy is filed, please enter a Clerk screen event of “SFO” (Satisfaction of Financial Obligation) to identify the cases and provide for proper reporting.

* The above forms were sent out in advance of this release to assist courts in pursuing prison collections.

Locating a prisoner

- Search for the inmate using OTIS, DOC's internet Offender Tracking Information System. The website is <http://www.state.mi.us/mdoc/asp/otis2.html>.
- At this site, enter the last and first names of the prisoner and click the Search button. A list of matching names will be listed. Verify which name is the defendant by visually comparing the offender number, date of birth, etc.
- If the status of the prisoner is "Prison", click on the prison location to get the name and address of the facility. The facility name and address can be typed (or cut and pasted) onto the MC290 Satisfaction of Financial Obligation screen. If the status of the prisoner is something other than prison, such as parole or probation, do not send the MC290 Satisfaction of Financial Obligation form because the defendant is no longer housed at a correctional facility.

We are also working with DOC to match circuit court cases to the DOC database in order to generate the MC288 Order to Remit Prisoner Funds “sweep” orders. Once we receive an updated prisoner file from DOC, the system can generate these “sweep” orders automatically and will include the inmate number and prison location. If you are interested in generating these "sweep" orders, please contact Beth Barber, SCAO Trial Court Collections Project Manager, at 517-373-5895 or e-mail barberb@courts.mi.gov or contact the JIS Circuit Court team.

Assessments and payments must be entered through the Circuit Court System in order to generate accurate "sweep" orders, however, this is not a requirement when generating the MC288 Order to Remit Prisoner Funds individually on a case by case basis.

Reports Menu

Case Review – Under Advisement report

- This report has been adjusted to print the latest under advisement date when a case is taken under advisement more than once.

Pending Civil Cases +

- The value for Scheduled Trials has been corrected. The report was including RSE (remove scheduled entry) events which inflated the number of scheduled trials.

Trial Activity report

- This report has been adjusted to print trial dates within the requested report date range regardless of when the disposition occurred.
- Report totals have been added.

Caseload report

- Caseload Parts 1 and 2 changes are listed above on page 2.

Financial Menu

Defendant Balances Report

- The defendant date of birth has been added to this report. This report can be used when manually generating Orders to Remit Prisoner Funds for prison collection purposes. The date of birth helps to identify the defendant when checking OTIS (Department of Corrections Offender Tracking System) to determine the prison location of the defendant. See “Locating a Prisoner” on page 3.

Prisoner SFO Report

- This is a new report to assist in identifying cases needing a Satisfaction of Financial Obligation order. The report lists cases where a Remit Prison Funds Order (RPF event) has been filed, the outstanding balance has been paid in full, and no Satisfaction of Financial Obligation Order (SFO event) has been filed.
- A report and/or the Satisfaction of Financial Obligation Orders may be requested.

Prisoner Collections Report

- This is a new report to assist in determining the rate of success of prison collections.
- The report can be requested with a date range for the date of the remittal order and/or payment date range. This allows for the review of collections for a specific set of remittal orders or for payments for a specified date range for all remittals orders.
- Report totals and percentages are provided at the end of the report.

Future Release Items

- Caseload Part 4 – Case Age at Disposition and Pending Case Age.
 - We expect to implement the Caseload Part 4 report in the May/2005 release. The report can be generated periodically throughout the remainder of 2005 to assist in gauging your caseload aging to the time guidelines.
 - SCAO is requiring this information to be reported in January, 2006, for the reporting period of 01/01/2005 – 12/31/2005.
- 20% Late Fee Option +.
 - Because the collection of fines and costs is becoming more critical, we plan to implement an option for adding the 20% late fee which can be assessed to a non-restitution balance when not paid within 56 days of the due date.

Jury System

- We expect to send the next Jury system release in March/April, 2005, which will include:
 - an optional one-step mailing process (provided for in legislation effective June 1, 2004);
 - an attendance tracking feature which can generate random voir dire lists and feed the juror voucher process.